



COUNTY OF SAN BERNARDINO
STANDARD PRACTICE

NO. 13-1 16

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BY.

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Dr Dalal, Interim Medical Director

EFFECTIVE 10/96

DEPARTMENT

BEHAVIORAL HEALTH

SUBJECT

SAMPLE MEDICATIONS

APPROVED

Rudy Lopez, Director

I. PURPOSE:

To establish a uniform procedure in dispensing, handling and disposing of sample medications in outpatient clinics.

II. PROCEDURE:

- A. Sample medication must be maintained in a locked medication cabinet at each clinic.
 - 1. Department directs physicians to have a centralized location for sample medication storage.
 - 2. Individual physicians may choose to keep their own sample medication supplies but have to maintain an accurate log.
 - 3. Only physicians or designee(s) should have keys to the sample medication cabinet.
- B. Logging Sample Medications (See Attachment A)
 - 1. Centralized Location-Records of sample medications received from pharmaceutical companies and dispersed to individual patients and expired sample medication log will be maintained by Clinical Medical Director or/designee. The Clinical Medical Director will monitor central sample medication supply on a quarterly basis.
 - 2. Individual Physicians – It will be the individual physician's responsibility to log received and dispensed sample medications to individual patients and discard expired medications.
- C. Receiving Sample Medications – Pharmaceutical representatives must deliver sample medications to physicians or their designee/s (nurse or psychiatric technician).
- D. Dispensing – Physicians or Nurse (under physician's order) can give sample medications directly to the patients.
- E. Disposal of expired sample medication – All expired sample medications should be logged and disposed in a designated biohazard container.

MEDICATION SAMPLES LOG

	Name	Strength
Medication:		

[illegible]

SAMPLE MEDICATION LOG**CLINIC NAME:** _____ **PHYSICIAN:** _____

MEDICATION TYPE/QUANTITY	EXPIRATION DATE